

FORMS CHECKLIST

☐ HOME CHILD CARE FACILITY PERMIT APPLICATION

Complete the requested information.

- A processing fee of \$14.00 is required with each application.
- The fee can be paid by **PERSONAL CHECK, MONEY ORDER** or **CERTIFIED CHECK**.
- Make payable to the **OFFICE FOR CHILDREN**.
- **The application fee is not refundable.**

☐ CRIMINAL HISTORY COMPLIANCE STATEMENT

Complete this form by answering "YES" or "NO" to the question. Sign and date next to your answer. Each adult, 18 years or older, who lives in the home, or any other adult who may come in contact with the children, including child care assistants, must complete this form.

☐ FAMILY SERVICES/OFFICE FOR CHILDREN CONSENT FOR RELEASE OF INFORMATION

This form must be completed (signed and dated) by you and each person, 14 years or older, who lives in the home and by any other person 14 years or older who may come in contact with the children, including child care assistants.

☐ CHILD PROTECTIVE SERVICES RELEASE OF INFORMATION FORM

A separate form must be completed by each person, 14 years or older, who lives in the home where child care will be provided, or by any adult who may come in contact with the children, including child care assistants. Use full names, **not initials**.

- If there is no middle or maiden name, write "NMN" in the space.
- This form **must be notarized** (on the back).
- **Please print this form two sided (front and back on the same sheet of paper).**

☐ CRIMINAL HISTORY RECORD REQUEST

Each adult, 18 years or older, who lives in the home, or any other adult who may come in contact with the children, including child care assistants must complete this form.

- A processing fee of \$15.00 per adult is required.
- The fee can be paid by **PERSONAL CHECK, MONEY ORDER** or **CERTIFIED CHECK**.
- Make payable to the **OFFICE FOR CHILDREN**.
- **The processing fee is not refundable.**

☐ MAIL ALL COMPLETED FORMS AND FEES TO:

**Fairfax County Office for Children
Division of Community Education and Provider Services
12011 Government Center Parkway, Eighth Floor
Fairfax VA 22035-1102**

CALL (703) 324-8000 FOR ASSISTANCE